

Decorator Vendor Agreement

All vendors must sign this agreement in order to perform their services at our venue, LHRC. Please read the following guidelines and rules and sign below.

- All vendors must have liability insurance with a waiver of subrogation. Lake House must be listed as an additional insured party and the event date must be present on the insurance certificate. The COI must be emailed to LHRC at events@lakehousebr.com
- *If you do not have liability insurance, one day policies may be purchased from www.ewedinsurance.com.
- Vendors are not allowed to drink alcoholic beverages on our property.
- Set-up times are within two hours prior to the event time. NO exceptions unless approved by LHRC. Setup and breakdown arrival times must be confirmed via email.
- Vendors are to unload/load their equipment from the accessible ramp into the back door. Dollies are not allowed in the venue. You must leave them outside of the door. They leave dirty tire marks on our white floor. Unload your equipment from there.
- Vendors may not leave their vehicles/trailers in the main parking lot area. You must move it to the front corner by the road bridge. You may NOT park or drive on the grass or in our gravel service driveway.
- Vendors must submit a detailed list via email of what decorations/items they are bringing onto the property.
- You may not attach anything to our walls, mantles and/or ceilings, this includes command hooks. We will not remove our paintings, curtains, lift our chandeliers or take our mantle decorations down to accommodate your decorations.
- You must provide your own pipe and drape for banners, etc.
- No glitter, confetti, rhinestones or anything that will cause a trip hazard are allowed.
- Only fresh rose petals can be used inside or outside of the venue.
- No fog machines are allowed inside the venue.
- No real flame candles are allowed, only LED candles.
- No fireworks of any kind may be used such as sparklers as we are in the city limits. Cold spark machines may be used outside on the lawn or walkways only.
- You are responsible for any damages you cause to LHRC property. You must check in with LHRC staff before leaving the venue to inspect for damages.
- Breakdown of decorations: You have no more than 30 minutes after event end time to remove your equipment from the venue. Items must be removed from all tables in the ballroom first. They may be packed up in the foyer or porch area afterwards.
- You resume responsibility for yourself and any of your employees on our property.

Name of vendor: _____ Date: _____

Name of Vendor Business and lic# _____

Phone# _____ Email Address: _____